

Enrichment Programs
“Celebrating 20 Years Of Happy Memories”
Employment Application



Welcome, and thank you for your interest in joining the **Nationally Accredited Kid Zone Enrichment Program**. We are looking for exceptional, committed, professional individuals to join us in our mission to “*Create Memorable Childhood Experiences Everyday.*”

We would like you to be aware of the following information.

1. All Kid Zone staff must purchase a staff shirt and wear it every day.
2. Kid Zone staff are required to complete a Department of Health Services personnel file before they begin work at Kid Zone. The file will include: Copy of MMR, negative TB, six references, notarized registration card, \$52 fingerprint clearance card, school transcripts and diploma. (Program Managers: Directorship papers). CPR and First Aid certification completed within 30 days.
3. Kid Zone staff are able to work mornings, afternoons or both shifts. Scheduled hours are:
School Year morning 6:30 - 8:30 a.m. School Year afternoon approximately 2:15/2:30 or 3 – 6 p.m.
Program Managers work approximately 1:30/2/2:15– 6 p.m. (Times vary depending on school). All schools release early every Wednesday or Friday around 12:15/12:45/1:15 (Staff begin work fifteen minutes prior to this release time).
*Summer hours: Program Managers work 8a.m. – 5p.m. w/one hr. lunch. Asst. Program Managers work 6:30a.m. - 1p.m. Activity Leaders work 6:30a.m. – 12:45p.m., 11:45a.m. – 6p.m. or 8a.m. – 5p.m. w/ one hr. lunch Assistant Activity Leaders work 6:30 a.m. – 12:45 p.m.
4. Fall Dates: Monday 8/7/06 –Friday 12/22/06 Spring Dates: 1/8/07 - 5/24/07
Fall Break: 10/9/06 – 10/13/06 Winter Break: 12/25/06 – 1/5/07 Spring Break: 3/12/07 – 3/16/07
5. Assigned work schedules change on the following days:
TD#3 Early Release Days: Every Friday afternoon (time varies depending on site) the entire session.
Kyrene Early Release Days: Every Wednesday (time varies depending on site) the entire session.
Scheduled work hours will change the following week for parent teacher conferences: 10/3/06 – 10/5/06 and 3/6/07 – 3/9/07 staff will arrive at approximately 11/ 11:30 a.m. & work until 6 p.m.
6. Kid Zone staff must have reliable forms of transportation. City of Tempe provides free bus passes.
7. Starting position wages are: Program Managers \$13/hr, Assistant Program Managers \$10.50, Specialty Instructors \$10/hr, Special Needs Recreation Leaders \$10.30/hr, Activity Leaders \$9.25/hr, Assistant Activity Leaders \$7/hr.
***Staff working less than 5 days/week will be paid at a slightly lower rate and fill a substitute position.**
8. New Employees are required to go through one week of paid on-site New Employee Training. Program Managers & Assistant Program Managers attend additional paperwork & supervision training.
9. Additional trainings are required each session through our School-Age Academy.

Thank You for applying! Please detach and retain for your records.